

Baghdad-2022-017 Translator (COM/DCM) Interpreter/Translator

Major Duties and Responsibilities

Interpretation

60%

Accompanies the COM/DCM to provide simultaneous and consecutive interpretation from English into Arabic and Arabic into English for all their representational events, many of which will require public appearances that will be attended and recorded by local media organizations. Maintains accuracy of the ideas, context, style and facts of the original speech while adapting cultural nuances from each language. Asks questions or for clarification as appropriate, and does not interrupt at inappropriate times. Prepares in advance of an event to learn the identities and titles of the attendants, as well as research topics that are likely to be discussed. Incumbent will support OLS with interpretation services when the COM or DCM is away from post, or simply does not require interpretation services at the moment.

Document Translation

30%

Translates from English into Arabic and from Arabic into English written texts about various subject matters pertinent to COM and Front Office goals, to include official statements from the USG and GOI, speeches from the COM for public events, and other highly sensitive but unclassified documents. Maintains accuracy of the ideas, context, style and facts of the original document. Refers to reference materials, such as dictionaries, lexicons, encyclopedias, legal documents, scientific works, news reports and computerized terminology banks, as needed to ensure translation accuracy. Confers with authors when required to ensure that translations retain the content, meaning, and tone of the original material. Incumbent will support OLS with translation services when the COM or DCM is away from post, or simply does not require translation services at the moment.

Document Management

10%

Maintains complete and accurate written records of all completed translations and interpretation services according to Department policies. Assists Office of Language Services (OLS) to properly account for and safeguard OLS assets including interpretation kits.

Note: This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the supervisor.